

DEPARTMENT OF THE NAVY  
Bureau of Naval Personnel  
5720 Integrity Drive  
Millington TN 38055-0000

BUPERSINST 1133.29C  
CNRC Code 11  
5 August 1998

BUPERS INSTRUCTION 1133.29C

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)  
  
Subj: APPLICATION PROCEDURES FOR CAREER RECRUITER FORCE (CRF)  
  
Ref: (a) Enlisted Transfer Manual, NAVPERS 15909  
(b) MILPERSMAN 1440-040

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for the Career Recruiter Force (CRF) program.
2. Cancellation. BUPERSINST 1133.29B. Due to extensive revisions, marginal notations are not included. This instruction should be read in its entirety.
3. Background. The CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the recruiting effort. Commander, Navy Recruiting Command (COMNAVCRUITCOM) manages the size, qualifications, and career path of the CRF. The goal is to maintain a stable, experienced recruiting force; reduce the amount of training and permanent change of station (PCS) costs required to train and move 1,200 new recruiters every year; and support the Navy's homebasing plan.
4. Eligibility. The CRF is open to personnel who are currently assigned to recruiting duty with Navy Enlisted Classification (NEC) codes 9585 or PN-2612 and to personnel who have successfully completed a tour as a recruiter (NEC 9585) and wish to return to recruiting duty for the remainder of their naval career. Personnel must:
  - a. Be E-5 through E-8. E-5 personnel who apply for the CRF must meet all eligibility requirements for advancement to the next higher pay grade and other eligibility requirements listed in this instruction.
  - b. Meet current screening requirements for recruiters per

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reference (a).

c. Have completed Recruiting Qualification Standards (RQS) for Recruiter.

d. Receive the strong, positive endorsement of their commanding officer.

e. Be within 15 months of projected rotation date (PRD).

f. The following personnel are not eligible to apply:

(1) Nuclear-trained ET, EM, and MM personnel.

(2) USNR recruiters assigned to Commander, Naval Reserve Recruiting Command.

(3) Personnel in receipt of PCS orders within 6 months of PRD.

## 5. Application Procedures

a. Applicants desiring to convert to the CRF may submit a NAVPERS 1306/7, Enlisted Personnel Action Request, to the Chief of Naval Personnel (Pers-815) via their chain of command and via Commander, Navy Recruiting Command (Code 113), 801 N. Randolph Street, Arlington, VA 22203-1991.

b. Applicants must include the following information:

(1) Copies of all evaluations received while on recruiting duty and most recent evaluation.

(2) Copy of signed NAVPERS 1070/613, Administrative Remarks, entry stating: "If selected for the CRF, I agree to incur 36 months of obligated service from the date of assignment as a CRF."

(3) Copy of completed recruiter screening form in reference (a) signed by the applicant's commanding officer.

(4) Two recently taken photographs, one full-length front view, and one full-length side view. Photos of chief petty officers will be in khaki uniform. Photos of first class (and below) petty officers will be in summer white or winter blue uniform. Photos may be taken with a Polaroid or other type camera and may be in black and white or color.

(5) Copies of the last three physical readiness testing (PRT) results.

(6) Commanding officer's endorsement.

6. Selection. The selection process consists of two steps. First, an administrative board will be held by COMNAVCRUITCOM to consider applicants for entrance into the CRF. Applicants who are considered not best qualified for the CRF by the board will be informed by COMNAVCRUITCOM. If an applicant is recommended for lateral conversion by the COMNAVCRUITCOM board, his/her package will be forwarded to the Bureau of Naval Personnel (BUPERS) for the second step in the process. The member's current detailee and community manager will then determine if manning within that rating will allow the member to be released to the CRF. Applicants will be notified by Pers-815 whether or not they have been selected for lateral conversion. Those selected for the CRF will be converted immediately, or upon transfer from present command if not currently on recruiting duty, to NEC NC-2186.

7. Assignment. BUPERS (Pers-4010C) will notify each selectee of the latest assignment policies and procedures, and discuss future duty preferences. Duty assignments will be made using the following guidelines:

a. Selectees will be assigned permanently to the CRF for the remainder of their naval careers. CRF personnel may choose to remain as a recruiter or serve in positions of increased responsibility such as Recruiter-in-Charge, Zone Supervisor, Trainer, or Chief Recruiter.

b. New CRFs who are currently assigned to recruiting duty may request to extend onboard their current recruiting district or negotiate orders to a Navy Recruiting District based on their personal preferences and the needs of the Navy.

c. New CRFs who are not currently assigned to recruiting duty will attend a course at the Recruiting Orientation Unit in Pensacola, Florida in conjunction with PCS orders to a Navy Recruiting District based on their personal preferences and the needs of the Navy.

d. Selectees serving on a Selective Reenlistment Bonus (SRB)

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enlistment will receive their remaining SRB entitlement.

e. Selectees receiving Continuous Submarine Pay (CONSUBPAY) while on shore duty will have their CONSUBPAY terminated as of the date of selection. Those selectees receiving CONSUBPAY on sea duty will no longer be eligible for CONSUBPAY as of the date of selection; they will commence receiving operational SUBPAY on a month-by-month basis until detachment.

8. Point of Contact. For questions pertaining to application procedures, the selection process, or career opportunities in the CRF, contact COMNAVCRUITCOM (Code 113), commercial (703) 696-4131 /696-4076 or DSN 426-4131/4076.

9. Form. NAVPERS 1306/7 (4-86), Enlisted Personnel Action Request, S/N 0106-LF-013-0637, may be obtained from the Naval Inventory Point using requisitioning procedures contained in CD-ROM NAVSUP PUB-600(NLL), Navy Stock List of Publications and Forms.

W. R. SCHMIDT  
Deputy Chief of Naval Personnel

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